

## Functional Job Analysis (FJA-1) Process Checklist

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### Employee Initiated

- Employee is responsible to complete FJA Form including all tasks and responsibilities CURRENTLY being performed, sign and date it, and submit to immediate supervisor
- Employee should complete and sign the cover sheet and submit directly to Bureau of Human Resources
- The supervisor should review the Employee Initiated FJA with Program Manager/Director and HR Manager, and write a cover memo which describes areas of agreement and/or disagreement with contents of the FJA
- HR Manager submits to HR Liaison, who logs the FJA into database and continues to track progress of the FJA until completed
- HR Liaison obtains Commissioner and HR Director signatures (or designees') on first page
- HR Liaison gathers complete package, including supervisory cover memo and PDR, and forwards to the Bureau of Human Resources (BHR) for audit
- HR Director will assign the audit to a member of the HR unit, or determine review by BHR is necessary
- If audit is being done within the Agency/Service Center:
  - Review the current and proposed job spec's
  - Meet with the employee, as well as the supervisor/manager, to determine if there has been significant change in the job, to review the contents of the FJA, the proposed classification, and the current duties, and ensure accuracy
  - Prepare JA-20 with determination of classification
  - Return packet, including JA-20, to HR Liaison for further processing
  - HR Liaison gathers complete package, including justifications and PDR, and forwards to the Bureau of Human Resources
- If audit is being done by the Bureau of Human Resources:
  - HR Liaison gathers complete package, including cover memo from supervisor and PDR, and forwards to the Bureau of Human Resources
  - BHR analyst will meet with the employee, as well as the supervisor/manager, to determine if there has been significant change in the job, to review the contents of the FJA, the proposed classification, and the current duties, and ensure accuracy
  - BHR analyst will prepare the JA-20 with determination of classification
  - BHR analyst will perform Hay analysis, if necessary
  - If necessary or requested, BHR analyst will procure a bargaining unit determination from Office of Employee Relations
- The employee, program managers/directors and HR will be notified when BHR approves/denies reclassification(s)
- Once approved, HR Liaison works with the Bureau of Budget for funding approval and to set effective date